

**BUILDING CONTROL (FIXED INSTALLATIONS) REGULATIONS 2025  
REGULATION 21(4)(b)**

**INSPECTION REPORT ON THE EXAMINATION, INSPECTION, TESTING & COMMISSIONING OF STAIRLIFT**

Commissioner of Building Control  
Building and Construction  
Authority  
52 Jurong Gateway Road  
Website: <http://www.bca.gov.sg/>

**INSTRUCTIONS:**

- (1) \*Delete Accordingly.
- (2) If "NA" is selected for any item, to indicate in the remarks for the particular section the reason(s) for selecting "NA".
- (3) For all non-satisfactory ("NS") items, supervisor Qualified Persons ("QPs") to ensure rectification and verify that the rectification is satisfactory before indicating the status as satisfactory ("S").
- (4) This checklist is not exhaustive. QP must ensure full compliance with the relevant and standard applicable to the Lift (as defined below).
- (5) This checklist is for the Lift only. Use another checklist for another lift.

**COVER PAGE**

Test Date(s): \_\_\_\_\_ Test Start Time(s): \_\_\_\_\_

**Building Details**

Address: Blk/Hse No. \_\_\_\_\_ Street Name \_\_\_\_\_

Development Type: Residential (HDB) / Residential (Non-landed) / Residential (Landed)  
Industrial / Commercial / Institutional (e.g. schools, hospitals) / Mixed: \_\_\_\_\_

**Lift Details**

- 1 Lift Number ("**Lift**"): \_\_\_\_\_
- 2 Applicable Code/Year: \_\_\_\_\_
- 3 Lift Manufacturer: \_\_\_\_\_
- 4 Lift Model: \_\_\_\_\_
- 5 Lift Brand: \_\_\_\_\_
- 6 Travel Distance: \_\_\_\_\_ m
- 7 Travel Height: \_\_\_\_\_ m
- 8 Rated Speed: \_\_\_\_\_ m/s
- 9 Rated Load: \_\_\_\_\_ kg
- 10 Maximum No. of Passengers: \_\_\_\_\_
- 11 Carriage Size: Width: \_\_\_\_\_ mm      Depth: \_\_\_\_\_ mm
- 12 Type of drive: \*Rope suspension/Rack and pinion/Chain or belt/Screw and nut/Friction/Guided rope and ball

S/N	Clause	Description	Status	Remarks/ Follow-Ups
-----	--------	-------------	--------	------------------------

**Specifications/Visual Checks**

C.1	Annex C.1	Interface with building - Minimum distance to adjacent surfaces	S / NS / NA	
C.2	Annex C.2	Interface with building - Minimum clearances to bulkheads and other obstacles	S / NS / NA	
C.3	7.4	Notices bearing information and warning signs properly affixed	S / NS / NA	

**Functional Tests**

T.1	6.4.1 (a)	Functionalities of all control devices	S / NS / NA	
T.2	6.4.1 (b)	All barriers, ramps, locks, hinged platforms can operate correctly	S / NS / NA	
T.3	6.4.1 (c)	Stopping distance of the stairlift is within specified limits	S / NS / NA	
T.4	6.4.1 (d)	All electrical safety devices function correctly	S / NS / NA	
T.5	6.4.1 (e)	The suspension elements and their attachments are in order	S / NS / NA	
T.6	5.6.1	The required clearances are maintained throughout the full travel of the stairlift: a) top of backrest more than 300mm above seat; b) height of footrest above floor level shall not exceed 170mm.	S / NS / NA	
T.7	5.5.1.5	Insulation and earth bond tests	S / NS / NA	
T.8	6.4.1 (i)	Overspeed detection device and safety gear (rated speed and no load)	S / NS / NA	
T.9	6.4.1 (j)	Emergency/manual operation operates correctly	S / NS / NA	
T.10	6.4.1 (k)	Alarm device when activated operates correctly	S / NS / NA	
T.11	6.4.1 (m)	Undergo without failure a static and dynamic test	S / NS / NA	
T.12	6.4.1 (n)	Overload detection device	S / NS / NA	
T.13	6.4.1 (o)	Sensitive edge and surfaces	S / NS / NA	

**Test Report Verifications**

R.1	6.3.2	Test for overspeed safety device shall be made according to A.2	Yes / No	
R.2	6.3.3	Test for chair leveling device shall be made according to A.4	Yes / No	
R.3	6.3.1	Test for static overload shall be made according to A.3	Yes / No	
R.4	6.3.5	Test for self-sustaining system shall be made according to A.6	Yes / No	
R.5	6.3.6	Test for safety circuits containing electronic components shall be made according to EN 81-50:2020, 5.6	Yes / No	
R.6	6.3.7	Test for safety surfaces and edges shall be made according to A.5	Yes / No	

**Declarations and Certification:**

I, as the supervisor QP declare that:

- (1) The measurements, observations and information as stated above are true and accurate as at the date of submission.
- (2) I was physically present when the fixed installation works contractor carried out the examination, inspection, testing and commissioning of the Lift
- (3) I confirm and certify that the Lift is in fit and safe for operation and use.
- (4) I am not a partner, associate, director, officer or employee of the owner of the Lift or the fixed installation works contractor carrying out the examination, inspection, testing and commissioning of the Lift.
- (5) I acknowledge and understand that this test report and my declarations and certification will be relied on by the Commissioner of Building Control to assess if a permit to operate will be granted in respect of the Lift.

Name of fixed installation works contractor:

Name and Signature of Supervisor QP:

Name(s) of the employees of the fixed installation works-contractor conducting the examining, inspecting, testing and commissioning of the Lift:

Date(s) and Time(s) of examining, inspecting, testing and commissioning of the Lift: